



JOB DESCRIPTION

Human Resources Manager

Department: Core Business Services

Reports to: Chief Financial Officer

FLSA Status: Exempt

Work Status: Full time

Salary Range: \$70,000 - \$80,000

Summary

The Human Resources Manager is a strategic and hands-on leader responsible for overseeing all HR functions at the Milwaukee Jewish Federation. This role supports a mission-driven workplace and leads initiatives in talent management, recruitment, employee engagement, professional development, and compliance, and advises on the organization's compensation and benefits plans.

Key Responsibilities

Talent Acquisition and Onboarding

- Lead recruitment, interviewing and hiring processes for all staff positions
- Work with hiring managers to develop and update job descriptions
- Develop and implement onboarding plans and orientation programs

Organizational Culture

- Promote a respectful and inclusive workplace in alignment with Jewish values
- Serve as a trusted advisor to staff and leadership on employee relations matters and in addressing organizational challenges
- Facilitate annual employee experience survey, evaluating results and providing recommendations

Performance Management and Professional Development

- Manage the annual performance evaluation process, ensuring clear feedback and goal setting
- Develop and facilitate staff training and development initiatives
- Identify professional development resources and opportunities aligned with organizational and individual goals
- Guide managers through performance improvement plan development and implementation

Compliance and HR Administration

- Ensure compliance with applicable employment laws and internal policies
- Maintain accurate personnel records
- Update and implement HR policies, procedures and the employee handbook
- Analyze salary and benefit data to ensure competitive and equitable compensation
- Work with Benefits Administrator to facilitate clear and complete communication to staff around changes to benefits packages
- Prepare and manage human resources operational budget

Qualifications

- Bachelor's degree in business administration, human resources or a related field
- Minimum of 5 years of progressively responsible HR experience, preferably in a nonprofit or mission-driven organization
- HR certification (SHRM-CP/SCP or PHR/SPHR) a plus
- Knowledge of employment law, HR best practices and HRIS systems
- Strong interpersonal, problem-solving and communication skills
- Demonstrated ability to handle sensitive and confidential information with discretion
- Excellent organizational skills including attention to detail
- A passion for community service and alignment with Jewish values

Hours and Benefits

This is a full-time position requiring a minimum of 38 hours per week. Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with a remote option available 1-2 days per week. Occasional evening and weekend hours may be required.

This position is eligible for 20 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Work Environment & Physical Demands

This position operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level.

This role frequently uses standard office equipment. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily a sedentary role, however occasional filing and transport of meeting or event materials will be required. This would require the ability to lift and/or move up to 15-20 pounds, usually waist high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities, and activities may change at any time with or without notice.

About the Organization

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to care for the needs of the Jewish people and to build a vibrant Jewish community in Milwaukee, in Israel and around the world. Learn more about the Milwaukee Jewish Federation at milwaukeejewish.org.

Equal Employment Opportunity

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.